

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

January Comptroller's Meeting

FROM:

Office of the Comptroller
7C36 Hqs.

EXTENSION

NO.

COMPT 87-009

DATE

6 January 1987

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA
7D18 Hqs.

2.

3.

4.

5.

6.

7.

DA Hqs

8.

9.

DA Hqs

10.

retain
or destroy

11.

12.

13.

14.

15.

1. Well do staffwork
have prebrief set up
on 15th but will
also have to
touch base w/ you
on 12th or 13th
re: what "must do's"
to forward

NO A REPLY
FILE: 100-2

~~SECRET~~

6 January 1987

MEMORANDUM FOR: ✓Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Administrative Officer, DCI Area

FROM: Daniel A. Childs, Jr.
Comptroller

SUBJECT: January Comptroller's Meeting

Bul: -

1. We have scheduled a Comptroller's meeting for Friday, 16 January 1987, at 4:00 p.m., in room 7C36. The meeting is to review the status of the 1987 program

2. In preparation for this meeting, please provide us with estimated personal service requirements for both funds (by subobject class) and FTE projected through 30 September 1987. If obligations to date exceed 30 percent, please provide an explanation of any excess.

3. We do not anticipate any significant savings this fiscal year; therefore, you should plan to cover unfunded requirements from within available resources. If you have any major unfunded items you are unable to cover, please bring them to our attention. This should not be construed as an invitation to submit a wish list, but should be limited to bills that must be paid.

4. We will need the information on financial status and "must do" unfundeds by COB 12 January. If anyone on my staff can be of assistance, please do not hesitate to call.

Daniel A. Childs, Jr.